

Facility Maintenance City of Taylorsville

(Seasonal Water & Wastewater Employee)

General Statement of Duties

Person utilizes semi-skilled labor to perform maintenance for all City of Taylorsville water & wastewater properties and facilities in addition to city easements & right of ways. This person is to coordinate their duties to ensure good job productivity without direct supervision. Person shall work under the direction of the Public Utilities Director. The primary duties in this position are: lawn maintenance at all City owned properties along with some street work activities. Furthermore, this position requires various other tasks such as assist in the maintenance of the water distribution & sewer collection system when needed. Person must be willing to perform any and all duties required.

Distinguishing Features of the Position

An employee in this position is responsible for all related aspects of maintaining all the City of Taylorsville water & wastewater properties and facilities. Person shall perform duties to ensure all City owned properties and road right of ways (also some State Right of Ways and/or other properties) are properly manicured at a level that are pleasing to the public eye. This position includes, but not limited to, minor repairs & replacing street signs, painting of street curbing, traffic islands & parking areas and minor sidewalk & street repair. This position shall require the knowledge of operation of an automotive vehicle and light equipment.

The person in this position shall be exposed to loud noises, vibrations, moving mechanical parts, electrical current, chemicals, fumes, odors, gases, dusts, poor ventilation, oils, venomous animals and allergic causing plants. The position shall be subject to working in an inside and outside environment, in extreme adverse weather conditions. Employee may be exposed to bloodborne and airborne pathogens.

Employee shall perform his/her duties under light supervision and shall be review by project inspections, observation, evaluations, and conferences for productivity and shall comply with OSHA and City rules, regulations and employee policy manual. This employee acting in behalf of the City of Taylorsville shall be expected to present him/her self in a professional manner and to follow all traffic laws, procedures and regulations. This employee is subject to random and/or mandatory drug testing as outlined under the Drug/Alcohol Testing – Substance Abuse Policy.

Note: The main objective of this position is to maintain City owned water & sewer properties and street right of ways as directed by the Public Works Director.

Duties & Responsibilities

Essential Duties & Tasks

- Coordinate on a daily basis of their job tasks/schedule with the Public Works Director
- Assist water & wastewater maintenance personnel
- Report all safety deficiencies of City owned properties and facilities (example: vehicle problems, unsafe working environment, etc.)
- Cutting and trimming of grass, hedging, clearing, cleaning City of Taylorsville owned properties, City and State right of ways, water and wastewater facilities so deemed by the City of Taylorsville Policies
- Painting of street curbing, islands, parking lines and wheel stoppers. This also includes street signs & post and all other street related items as so deemed by the Public Works Director
- Repair, replacing and installing of street signs and post
- Shall perform light maintenance to equipment used in job duties and ensure proper maintenance/preventive maintenance of equipment used are performed on schedule
- Follows OSHA rules and regulations require for job duties such as PPE is utilized
- May assist in minor snow removal
- Removal of illegal signage from right of ways and utility poles
- Medium maintenance of city grounds
- May assist office personnel in various duties (post office)
- Assist in minor repairs to damaged sidewalks as so deemed by the Public Works Director
- Some custodian duties shall be required
- Removal trash from curbing and City owned public parking lots
- Watering of trees, flowers, grass, etc. when needed

Job Duties and Task (Water & Sewer)

- May be required to perform various service order responsibilities
- Performs inventory duties such as unloading delivery trucks
- Performs water and sewer related task (assisting water maintenance personnel such as traffic control)
- Picking up and delivery of materials
- Assist in dress-up and landscape duties

This job position contains a wide variety of duties and shall not be limited to this list of job duties or tasks. The potential employee shall be required to perform other

job duties based on their knowledge & qualifications and shall perform those duties to the utmost professionalism & positive manner.

Recruitment and Selection Guidelines

Knowledge, Skills and Abilities

- Knowledge of the use of light equipment (lawn equipment)
- Knowledge relating to water & wastewater activities
- Considerable knowledge of safe operating procedures of equipment
- Ability to self motivate without continuous supervision
- Ability to complete records (work orders and log sheets)
- Ability to establish and maintain effective working relationship with superiors and peers and use of good communication skills with the public
- Ability to work alone for long periods of time and to exercise good common sense
- Ability to understand and follow good safety practices
- Ability to understand and perform written and oral instruction
- Desire to learn other job task

Physical Requirements

- Must be able to physically perform the basic motor skills of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, feeling, talking, hearing, and repetitive motion
- Must be able to perform very heavy work exerting up to 100 pounds of force occasionally, 50 pounds of force frequently, and 25 pounds constantly to move objects, etc
- Must possess the visual acuity to operate machinery and equipment safely
- Must be able to withstand constant vibration to the body and strain to the back, neck and arms
- Must be able to comply with the detailed physical requirements

Desirable Education and Experience

- Must possess a high school diploma or the equivalent thereof
- Experience in semi-skilled labor, including experience with light equipment such as riding & push mowers, weed-trimmer, sidewalk edger, landscaping equipment
- Prefer experience or willing to train in the operation of a skid loader
- Experience or the familiarity in water & wastewater

Special Requirements:

- Must possess a valid Kentucky driver's license

Position Status: Non-Exempt – Pay Grade 00

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